

| ADVANCED EDUCATION REQUEST FOR ORDERS | | | | | | |
|--|-------------------------------|---------------------------------------|--|-------------------------------|-------------------------------|--|
| NOTE: Use the TAB button to move through the data fields. DO NOT use the ENTER key , doing so will ruin the format. If you accidentally hit the ENTER, use the UNDO under the edit menu. | | | | | | |
| Student's Name | | Rank | SSN | Email Address other than work | | |
| Present Unit | | Work Phone | | Alternate Number | | |
| | | | | | | |
| Program (if not listed in 1,2, or 3 type name in 4) 1 2 3 4 | | | Degree Level | Academic Major | Exp. Indicator | |
| | | | Class Convening Date mm/dd/yyyy | | Graduation Date mm/dd/yyyy | |
| | | | Date Departing mm/dd/yyyy | | Report NLT mm/dd/yyyy | |
| | | | Moving Household Goods: <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="text-align: right;">mm/dd/yyyy</div> Enter Date of HHG Move: | | | |
| School | | | | | | |
| Street | | | | | | |
| City/St | | | | | | |
| Zip | | | | | | |
| POC | | | | | | |
| Phone | | | | | | |
| PROGRAM MANAGERS USE | | | | | | |
| EXPENSES (Tuition + Approved Fees) Please do not leave blank enter N/A instead | | | | | | |
| Fiscal Year | Spring (1 st Sem.) | Summer (2 nd Sem.) | Fall (3 rd Sem.) | Winter (4 th Sem.) | Total | |
| 20 | | | | | | |
| 20 | | | | | | |
| 20 | | | | | | |
| | | | | Grand Total: | | |
| Program Manager's Name | | Staff Symbol | Phone | Signature & Date | | |
| Program Managers Comments (explain any cost sharing agreements below) | | | | | | |
| The Lines will not wrap around, when you get close to the end hit the TAB key to continue on next line. | | | | | | |
| | | | | | | |
| ROUTING | | | DATE | INITIALS | | |
| G-WTT-3 | | Position Nbr Assigned | | | | |
| G-CPA-2 | | Position Nbr Updated in System | | | | |
| CGPC- | | Logged and forwarded to AO | | | | |
| CGPC- | | Orders Issued | | | | |
| Position Number | | BCN | | Dept # | | |
| Other Comments | | | | | | |
| The Lines will not wrap around, when you get close to the end hit the TAB key to continue on next line. | | | | | | |
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